

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 29, 2013

REVISED: OCTOBER 1, 2013

CLOSING DATE: OCTOBER 31, 2013

DEPARTMENT: Superior Court Information Systems

POSITION: IT Administrator & Support Specialist

LOCATION: Globe

JOB CODE: 13-100

ANNUAL SALARY: \$44,241.60-\$65,665.60 DOE

NATURE OF WORK

Responsible for analysis, troubleshooting, system monitoring of network solutions and applications, day-to-day maintenance and support for various hardware, software, and equipment issues and problems of assigned County/Superior Court Local Area Network information systems.

DUTIES AND RESPONSIBILITIES:

- Maintains and administers network systems and equipment and insures that Local Area Network (LAN) systems perform in a manner which meets business needs and objectives; monitors LAN and security of assigned computer systems.
- Conducts performance monitoring activities to establish baseline performance of systems; performs systems administration of computer servers.
- Documents and conducts training regarding server installation, operation and maintenance.
- Serves as project manager on new projects including the implementation of new computer applications.
- Manages system backup functions; designs and implements disaster recovery plans for operating systems, databases, networks, servers, and software applications.
- Maintains and backup SLQ applications; coordinates and maintains server hardware and software operations.
- Coordinates and confers with department heads, county employees, AOC, DOR, DPS, and other county agencies regarding the identification, isolation and correction of problems as well as enhancements in computer systems.
- Provides help desk assistance to end users regarding software, hardware, printers and program issues.
- Provides web support for Gila County Superior Court web site as required.
- May serve as backup to the supervisor.

WORKING ENVIRONMENT:

Work is performed in an office environment where standing, walking, bending, and lifting/carrying up to 40 pounds is involved; must be able to climb ladders when pulling cables; traveling to other county facilities.

EMPLOYMENT STANDARDS:

Associate's Degree in Information Technology or a related field and three (3) years systems administration and server experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of information technology; information technology equipment; processes for administering network systems; computer server administration; procedures for performing systems backup functions; processes for maintaining system hardware and software; SLQ applications; network testing software; equipment utilized in maintaining and repairing computer systems; methods and standards for providing help desk assistance.

Ability to: Conduct network systems administration functions; monitor system performance; perform systems administration of computer servers; conduct training for server installation, operation and maintenance; coordinate system back up activities; maintain server hardware and software; coordinate technology projects; provide backup help desk assistance; communicate effectively verbally and in writing.

Skills in: Providing analysis, troubleshooting, system monitoring and maintenance of a Local Area Network.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.